

Randall L. Woodfin

Mayor - City of Birmingham

710 North 20th Street | Birmingham, AL 35203 | (205) 254-2771

*** Please send completed form to sylvia.bowen@birminghamal.gov cc: ken.king@birminghamal.gov ***

All forms should be completed and submitted at least 21 business days in advance of the event

Requesting Organization

Event Name

Event Location

EVENT DATE:

EVENT START TIME:

EVENT END TIME:

RSVP Needed By (Date):

Mayor Woodfin's participation is
needed (*please select one*):

☐ Entire Event

☐ From a.m. /p.m. to a.m./p.m.

Contact Person & Number(s):

Address: including room number,
special directions, or any additional
details (*Please use additional sheet if
needed*)

This event is (please select one):

☐ Ticketed \$ -or- ☐ Free

Dress Code (if any):

Event Theme (if any):

Is there a topic or subject that should
be addressed in Mayor Woodfin's
remarks?

Does the group have any special
causes or concerns that should be
addressed?

Engagement Details

Preferred length of comments:	Are there people in the audience who should be recognized <i>(dignitaries, politicians, donors, etc.)? If so, who?</i>	Are there any other speakers? If so who?
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Audience Profiles	Number of People Expected: Ages: Target Audience:
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Additional Details:
